

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MISSOURI
SOUTHEASTERN DIVISION**

Announcement Date:	June 4, 2006
Position:	Assistant Case Manager I (Cape Girardeau Office)
Starting Salary:	CL 25 (\$34,340 - \$42,955) With promotion potential to Assistant Case Manager II, CL 27
Closing Date:	Open until filled, selection expected in late 2006.

POSITION SUMMARY:

The Assistant Case Manager I (Divisional Office) position operates in a team environment and must handle all aspects of judicial support as well as other office functions including Information Technology. Duties will include docketing, case management of civil and criminal cases, digital court recording, courtroom coverage, jury administration, intake, financial, and records reproduction. Information Technology duties include daily system back ups, installing computer hardware, providing support for phone service, Electronic Evidence Presentation equipment and video conferencing.

JOB REQUIREMENTS:

Good communication and clerical skills are required. Thorough knowledge of computers and computer related equipment. Ability to perform routine IT hardware maintenance; ability to support data automation systems. Prior court or legal experience is preferred with an ability to comprehend legal terminology. The ability to work effectively under pressure and adapt to a variety of duties is necessary. College degree required. Paralegal certification is desirable.

BENEFITS:

10 Paid holidays	Health Insurance Benefits (variety of plans)
13 Sick days per year accrued	Life Insurance
13 Paid Vacation days for less than 3 years of service	Long Term Care Insurance
20 Paid Vacation days for 3 to 15 years of service	Flexible Benefits
26 paid Vacation days 15 or more years of service	Federal Employee Retirement Plan
Family Medical Leave Act Provisions	Thrift Savings Plan with Investment Options

Position is subject to mandatory Electronic Funds Transfer participation for net pay.

HOW TO APPLY:

Submit resume and cover letter to:	Jeanne Pattrin (Cape-06) U.S. District Court 111 South Tenth Street, Room 3.300 St. Louis, Missouri 63102
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